

**Water/Wastewater Commissioners’
Meeting Minutes
November 12, 2013**

Present: Robert E. Courage, Chairman
Dale A. White, Vice-Chairman
David Boucher, Director
Evelyn Gendron
Absent: Michael Putnam, Member

Call to Order:

Chairman Courage called the meeting to order at 6:03 p.m.

Decisions

Vice-Chairman White made the motion to approve the minutes of the October 29, 2013 meeting as presented. Chairman Courage seconded the motion. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of water users fees for the October 2013 Bill Commitment 131031 and for the October 2013 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of sewer users fees for the October 2013 Bill Commitment 131031 and for the October Final Bills issued.

Sewer Abatement Request – 7 Iris Road – Director Boucher explained this request is a one-time exception for irrigation usage and pool filling. The account history was reviewed. Water had not entered the public sewer system and the homeowner has been advised that installing a second water meter for irrigation purposes is beneficial. Vice-Chairman White made the motion to approve this sewer abatement request as a one-time exception in the amount of \$406.48 based on the recommendation of Mr. Boucher, with the amount of usage to be abated being 10,343 cubic feet. Chairman Courage seconded the motion.

2014 Board of Commissioners Meeting Schedule – Vice-Chairman White made the motion to approve the scheduled Board of Commissioners meetings to be held every other Tuesday, 6:00 p.m., at the Water Utilities Department, 564 Nashua Street, with the exception of the Wednesday, November 12, 2014 meeting, in accordance with observing Veteran’s Day on Tuesday, November 11, 2014. Chairman Courage seconded the motion.

Discussion/Information Items:

Curtis Well Electrical and Instrumentation Improvements Project Update – Mr. Boucher said the final payment to the electrician, G. A. LaFlamme, will be authorized following receipt of the O & M manuals by Mr. Chris Berg, Wright-Pierce, for review.

Wastewater Switchgear Project Update – Mr. Boucher said the doors are in-place and mechanisms have tested successfully. O & M manuals have not yet been received.

Septage Receiving Facility Project Update – Mr. Boucher said the masonry repairs have been made.

Draft 2014 BOC Meeting Schedule – The commissioners will review the list of tentative 2013 commissioner meeting dates for approval during the next meeting.

Activities Report – Reviewed by the commissioners. Mr. White inquired about the Water Utilities Department's paving estimations. He recommended, and Mr. Boucher agreed, it would be better to solicit paving bid prices per square yard than per ton for this project.

Miscellaneous Project Updates – Director Boucher said the Requests for Proposals regarding extending the Elm Street water main have been distributed and the deadline for proposals will be Wednesday, November 27, 2:00 p.m. Chairman Courage and Vice-Chairman White will plan to attend the bid opening. Mr. Boucher is soliciting a quote to clean and core the 10" water main between Oak Street and the Public Works garage. It will be necessary to by-pass water connections to five homes when this 2014 project is underway. Director Boucher met with Mr. Jack Sheehy, Director of Financial Operations, in preparation of the November 18th public hearing. Mr. Boucher distributed and explained projected water rate calculations. Mr. Boucher will prepare the sewer capital reserve funds transfer document.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, November 26, 2013 at the Water Utilities Department, 564 Nashua Street.

The Water Rate Public Hearing will be held at 6:00 p.m. on Monday, November 18, 2013 in the Board of Selectmen's Meeting Room, Town Hall.

Adjournment:

Vice-Chairman White made the motion to adjourn the meeting at 7:02 p.m. Chairman Courage seconded the motion. All voted in favor.

Robert E. Courage, Chairman

Date

Dale A. White, Vice-Chairman

Date